



Registration Options & Information

ONLINE: KirklandParks.net

When enrolling online, print your receipt when prompted.

WALK-IN

North Kirkland Community Center
12421 103rd Ave NE
425.587.3350

Peter Kirk Community Center
352 Kirkland Ave.
425.587.3360

PHONE-IN

Please have class number and credit card information ready!

**Monday-Friday
9:00am-4:00pm
425.587.3336**

This number is for registration only. For questions or more information, please call one of the locations listed to the left.

MAIL IN

Send form & payment to:
**123 Fifth Avenue
Kirkland, WA 98033**

FAX-IN

Fax form with credit card payment to:
**425.587.3303
425.587.3354**

Peter Kirk Community Center Special Events

- Unless otherwise noted, special event tickets will be available until 5:00pm seven working days prior to the event (no tickets will be sold the day of the event).
- Special event tickets are not refundable.

Resident & Non-Resident Fee Structure

- Registrants with a Kirkland postal address are considered Residents. Non-Residents who work within the City limits are eligible for the resident rate.

Registration Information

- Registration is first come, first served. **Online registration** is your best opportunity for getting into the program of your choice!
- If mailing or faxing your registration, please put down an alternative in case your first choice class is full.
- Call our offices if you do not receive a confirmation within 7 days of mailing / faxing your request.

Registration Form

To the right on page 7 or download a PDF from: www.kirklandwa.gov/depart/parks/Recreation_Programs/currentbrochure.htm

Facility Information

Parks & Community Services Office

505 Market St, Suite A, Kirkland, WA 425.587.3300
Hours: Monday-Friday, 8:00am-4:00pm

North Kirkland Community Center (NKCC)

12421 103rd Ave NE, Kirkland, WA 425.587.3350

Peter Kirk Community Center (PKCC)

352 Kirkland Ave, Kirkland, WA 425.587.3360

Parks Maintenance & Operation Office

1129 8th St, Kirkland, WA 425.587.3340
Hours: Monday-Friday, 6:30am-3:30pm

Recreation Hot Line 425.587.3335

City Web Address

www.KirklandWA.gov

Kirkland City Council

Joan McBride, Mayor

Doreen Marchione,
Deputy Mayor

Bob Sternoff

Penny Sweet

Toby Nixon

Amy Walen

Dave Asher

Kirkland Park Board

Susan Keller, Chair

Shawn Fenn, Vice Chair

Sue Contreras

Amy Johnson,
Youth Representative

Shelley Kloba

Ted Marx

Rick Ockerman

Adam White

Accommodation of Disabilities

The City of Kirkland is committed to accommodating citizens with disabilities and special needs. Kirkland Parks and Community Services will make every reasonable effort to ensure that programs are accessible. If you need assistance participating in our activities, please call us at 425.587.3300. TTY/TTD 425.587.3111

Snow & Inclement Weather Policy

The safety of program participants is a prime consideration when determining if programs should be cancelled due to inclement weather. Parks Department classes and programs are cancelled when the Lake Washington School District closes due to inclement weather. For information regarding evening or weekend cancellations, please call:

North Kirkland
Community Center Programs ... 425.587.3350

Peter Kirk
Community Center Programs ... 425.587.3360

Recreation Hot Line 425.587.3335



Kirkland Parks Class Registration Form

Adult Name (Last)		(First)		(M.I.)	
Address			City	Zip	
Day Phone	Evening Phone		Emergency Contact Name / Phone #		
Email address (Required to register online)			<input type="checkbox"/> Resident	<input type="checkbox"/> Non-Resident	Are you over 50? <input type="checkbox"/> Yes <input type="checkbox"/> No
Please Note: If you are claiming Resident Fees for working in City Limits you must provide Employee Name, Company Name & Address Employee Name: _____ Company Name & Address: _____					

Activity Title	Activity #	Fee	Participant Name First Last	Child Date of Birth	M/F	Alternative Choice

\$ _____ Total

Hold Harmless Agreement

Indemnification. In consideration for myself and/or my child being allowed to participate in the subject activity, for myself, my heirs and personal representatives, to the extent allowed by law, I hereby waive and release all claims for damages I or my child now or may hereafter have against the City of Kirkland and their agents for any injuries and damages suffered in connection with my or my child's participation. I further agree to defend, indemnify and hold harmless the City of Kirkland and their agents for any injury and damages suffered in connection with my or my child's participation. I further agree to defend, indemnify and hold harmless the City of Kirkland and their agents from all claims for injury or death, or for loss or damage to property, filed by anyone against the City of Kirkland and their agents which arises out of my or my child's participation, except for injury or damage caused by the sole negligence of the City of Kirkland and their agents. I, the undersigned participant and/or parent or guardian of the minor participant, give my permission to have photos/video tapes taken, without recompense, during activities and used for publicity purposes.

Signature: _____ Date: _____

Signature of ☐ Parent ☐ Guardian ☐ Participant

Checks payable to: **City of Kirkland**

OR fill in Credit Card Information:



Card # _____

Exp. Date _____

Signature _____

Vision Statement

"The Department of Parks and Community Services continues to enrich and enhance Kirkland's quality of living. The Department sensitively and efficiently manages Kirkland's diverse public lands, actively responds to the leisure needs of all residents, and effectively leads a collaborative community response to basic human services. We strive for excellence, we project a positive and enthusiastic attitude, we are accountable for our actions and value the needs and concerns of co-workers, the public, institutions, and other agencies."

Disclaimer

This schedule of classes is published for information purposes only. We strive to produce the most accurate brochure possible. However, some program information may have changed after this brochure has gone to print. We will make every effort to notify students of the changes.

The City of Kirkland complies with the State of Washington's "Fair Play in Community Sports Act" (Chapter 467, 2009 Laws, effective date July 26, 2009) that prohibits discrimination against any person in a community athletics program on the basis of sex. Any questions or comments please contact Jennifer Schroder, Parks and Community Service Director.

Parks and Recreation Refund / Credit Policy

- Refund/credits are granted if request is made at least five (5) business days prior to the start of class, less a \$10.00 administrative fee. Fee applies to each class withdrawn. Please Note: Classes paid for by check or cash will be refunded by check and must be in amounts greater than \$10.00 (balances under \$10.00 will be held for one calendar year). Refunds to credit cards will be made for face amount of the credit and will be processed at the end of the class session.
- 100% Refund if class cancelled by Parks and Recreation.
- Class withdrawal requested less than five (5) business days prior to the start of class will result in a credit/refund of 50% of the registration fee, less a \$10.00 administrative fee. Fee applies to each class withdrawn.
- No refunds for classes costing less than \$10.00.
- No refunds/credits will be issued on or after the first day of class.
- Transfers must be requested five (5) business days prior to the start of class (except swim class notification of new level by swim instructor.)

Online registrants please note: Parks and Recreation staff must process transfers. Online enrollments resulting in withdrawals are subject to withdrawal policies listed above. You can print your receipt when prompted to do so at end of registration process.